

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Number Application Date Department of Education Office of State Superintendent of Schools Budget Services and Federal Relations Date Received Date Completed Application Number Division APR 2 2 1981 APR 9 1981 Atlanta, Georgia \_30334 2. Person to Contact Working Title Telephone Number Brenda Childers Principal Secretary 656-2492 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. \_\_\_\_ Check One: 
Change; 
Supercede; 
Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest | To Date Budget Services Grant Program Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Budget Services and Federal Relations Division provides fiscal support to the operating units of the Department of Education and consolidates unit budget requests into the annual State Board of Education budget proposal. Monitors and provides input into the federal legislation process, and provides liaison with Georgia Congressional delegation, Congressiona committees, and other state departments of education on federal educational issues. Develops and monitors an annual operational budget for the state public school system. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: monitoring, allocating funds to, and giving fiscal support to the various grant programs administered by department units. Included are: grant awards, regulations and statutes, annual plans/applications and related correspondence, memos, and other documents. File is arranged: alphabetically by grant program name; thereunder chronologically by grant awards, regulations and statutes, and annual plans/applications. How often are records referred to which are: 8. Monthly Reference Rate One to six months old \_\_\_\_\_125 \_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_125 \_\_; twenty-five months and older \_\_\_\_\_\_? 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_3 linear feet

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YES NO 10. Questionnaire	(Place an "X" in the proper co	olumn)	
a. Is this the offi	cial copy of the series? s it?		
b. Does the series	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.		
χ c. Is this a vital r	ecord?		
χ d. Does this serie	s have historical or long term rese	arch value?	
	wo documents in the file make it scheduled separately?	necessary to keep the entire file for a long period, could	these
	· · · · · · · · · · · · · · · · · · ·	oublished? If yes, attach copy,	
g. Is the informa	tion contained in this series ever a copy. Portion goes in	enalyzed and/or recorded in a summarized report? departmental budgets and projections.	
h. Is there a dupl X If yes, where?		e, or in another office or agency?	
X i. Is this series (c		microfilmed?	
11. Retention Requirements		es the series to be kept:	
•		,	
a. State Law	years.	d. Audit period	years.
b. Statute of limitation	years.	e. Administrative need3	years.
c. Federal law	yearš.	f. Federal retention instructions	years.
Attach copy or excert of I	aws or regulations. Explain admir	nistrative need.	·
These files needed in	administering and pre	paring the departmental budget.	
12. Approved Disposition Inst	ructions This agency recomm	ends that the file series be cut off at the end of each:	<del></del>
		J Fiscal Year; □ Other	then,
<ul><li>☐ Transfer to local holding</li><li>☐ Transfer to State Record</li><li>☑ Destroy.</li></ul>	s area month(s)3 g area; hold year(s); rds Center; hold yea	; then	
<ul><li>☐ Transfer to State Archi</li><li>☐ Other (Specify)</li></ul>	ves for permanent retention.		
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There instructions apply to	o all prior and future accumulatio	ne of the sories	
тнезе нізи испона арріў (і	o an prior and ruture accumulatio	ins of the series.	
/	)		
Agency Head Designee (Signe	tuje) Date,	Records Management Officer (Signature)	Date
Es Mi Laur	May 4/6/8/	Walker L. Baumgardner	4-3-81
	1	State Records Committee (Signature)	Date
Recommendations in para- graph 12 are approved.	State Auditor/Designee	) and Land	7-21-81
(If disapproved, attach letter of explanation.)	Secretary of State/Designee	Canalo Hart	4-20-81
	Attorney General/Designee	MARkell	4-11-81
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